9 SEP 1968

Review of OS Foreign Language Development Program for Consideration by
Office of Security Career Service Board

1. DD/S memorandum 68-2592 dated 31 May 1968, to the Director of Security, et al, Subject: Foreign Language Development Program (Tab A) requires the following action by the OS/CSB:

    (a) A review and confirmation of overseas positions requiring language proficiency;

    (b) A review of the tested language capabilities of OS personnel to determine the number currently available to fill these positions;

    (c) And the initiation of a program of language training to fill our inventory with sufficient personnel to meet these requirements.

2. [          ] dated 11 May 1966 established the CIA Foreign Language Program. This program requires that:         

    (a) After 31 December 1970 personnel assigned to positions for which specific language requirements have been established will be expected to possess the requisite language competence unless an exception is agreed upon on an individual basis by the responsible Operating Official and Head of Career Service.

    (b) Effective immediately (11 May 1966) all professional employees, as designated by Operating Officials, will be expected to possess at the time they arrive overseas, or to acquire in the first six (6) months after they arrive, at least a speaking proficiency at the "courtesy" level.

    (c) As an initial step, each Deputy Director shall prepare, by 1 July 1966, a current statement of his foreign language requirements, showing the positions or proportion of positions in each component which require language competence and the specific languages and proficiency levels involved. This statement shall be updated at least annually.

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(Full-time)

8 Jan 67 - 16 Feb 68

(Part-time)

28 Aug 67 - 1 Mar 68

(Part-time)

8 Jan 68 - 5 Apr 68

6. The following actions should be considered by the Career Service Board in order to comply with DD/S memorandum 68-2592:

(a) The positions having a language identified as being "desirable but not mandatory" should become mandatory or be eliminated from the list. In this connection the Headquarters Notice, and other correspondence addressing the language program goals, refer to the identification of overseas positions with specific language requirements.

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(d) Concerning the security generalist positions, personnel should be selected far enough in advance to permit training in the requisite language to the extent necessary to qualify the individual (6-7 months full-time or 12-14 months part-time for Intermediate level Spanish, German or French). Otherwise, language capability becomes the paramount consideration when selecting personnel to fill any of these designated positions. It is not considered feasible to establish a "pool" of qualified personnel through extensive training, since the language proficiency suffers or is lost entirely over a period of time, and several of these positions are on a five-year rotation cycle.

7. Following action by the Career Service Board, and approval by the Director of Security, a memorandum will be prepared by the Training Branch outlining the status of our language requirements, and our plans to insure the attainment of the language program goals. The DD/S requests this information upon completion of the review, and no later than 30 September 1968.

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DD/S 68-2592

31 MAY 1968

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Foreign Language Development Program

REFERENCE : Memo dtd 17 May 68 to Deputy Directors fr Exec.Dir.-Comp., same subject

1. An extensive review has recently been made of Agency progress in reaching the goals set forth in February 1966 for the Agency's Foreign Language Program. As a result of this review, the Executive Director has signed referent memorandum to the Deputy Directors. A copy of this paper is attached.

2. For a number of reasons the Support Directorate has not pursued the objectives spelled out by the working group paper of 1966 as vigorously as might have been done. The policy still exists that after 1 January 1971 only personnel possessing the required language competency may be assigned to those positions designated as requiring a specific language competence. In order that we may reach this goal, you are requested to take the following actions:

    a. Review currently identified positions requiring a language competency and confirm the level of competency required by the incumbent of the position.

    b. Review the tested language capabilities possessed by members of your Career Service to update your inventory of qualified and rotatable personnel for filling language designated positions. In accomplishing this you should eliminate from your inventory those personnel who will shortly be retiring, or who may be otherwise unsuited to fill language designated positions.

    c. Insure that all personnel who claim a language proficiency have been tested through the facilities of the Office of Training.

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d. Initiate a program of language training for those individuals who will be required to fill your inventory with sufficient personnel to meet your assignment requirements.

"3. Upon the completion of your language program review, but no later than 30 September 1968, please advise me of the status of your language requirements, the adequacy of your inventory of personnel to meet these requirements, and your plans to insure the attainment of the 1 January 1971 language program goals.
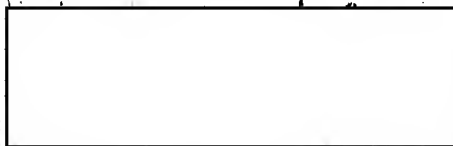
L. Bannerman
Deputy Director
for Support

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Att

Reference

cc: C/SSS

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68-1930/1
Executive Registry

OIS 68-2364

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17 MAY 1968

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology

SUBJECT : The Foreign Language Development Program

1. In February 1966, the Director approved the recommendations of the Working Group on the Agency's Foreign Language Program. I have recently reviewed this policy and feel that it is sound but that progress in implementing it still seems to be slower than required by the goals of the Program. Training statistics indicate that there have not been sufficient numbers of officers in language training, and that some of these officers were withdrawn before reaching useful proficiencies.

2. The present BALPA exercise will give us some flexibility which should permit the assignment of a greater number of qualified officers to language training. To make the most of this opportunity will require a careful evaluation by each Directorate of its present usable language capability and future needs as well as additional attention to the rate of officer assignment into language training and the duration of such training.

3. I am convinced that the success of the Language Development Program depends on the personal interest of the Deputy Directors. In this regard I request that you:

    a. Give additional attention to more precise identification of those positions requiring language capability.

    b. Consider only tested as opposed to claimed proficiencies when establishing language capabilities, with the understanding that overseas personnel will be listed as an estimated capability until they return and can be tested.

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c. Refine estimates of language capability by not including tested proficiencies of employees who are close to retirement, medically incapacitated, or otherwise unsuited for language-identified positions.

d. Ensure that applicable personnel are tested.

e. Ensure that personnel approved for language training are permitted to remain in training long enough to meet the established language requirement and that withdrawals are only made with your personal approval.

4. This list could be extended but the actions listed above are essential to acceptable compliance with the Agency's language policy and to satisfactory progress toward achievement of the Language Development Program goals by 1 January 1971.

L. K. White
Executive Director-Comptroller

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27 June 1966

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Assistant Executive Officer to the DD/S

SUBJECT : Office of Security Foreign Language Requirements

REFERENCE : Headquarters [ ] dated 11 May 1966, 25X1
Subject: CIA Foreign Language Program

1. This memorandum is for your information only.

2. In compliance with paragraph 2 of reference, a review has been made of the overseas positions of the Office of Security to determine the foreign language competency requirements of these positions. Several factors were considered, including analysis of the respective job descriptions, actual duties performed by individuals who have been incumbents, discussions with former Chiefs of the Security Staffs at the Overseas Stations concerned, and recommendations received from the concerned DD/P components.

3. The following Security Career Service positions require foreign language competence as indicated:

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| Location | Position | Title | Grade | Language Proficiency | 25X1A |
|----------|----------|-------|-------|---------------------|-------|
|  | 3462 | Investigator | 13 |  |  |
|  | 3467 | Investigator | 12 |  |  |
|  | 8117 | Security Officer | 14 |  |  |

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